

RESOLUTION NO. 5-02

A Resolution Concerning County Operations And Access To The Mitchell County Courthouse And Other County Buildings During Public Health Emergency.

WHEREAS, The United States Departments of Health and Human Services declared a public health emergency for COVID-19 beginning January 27, 2020; and

WHEREAS, The World Health Organization declared a global pandemic on March 11, 2020; and

WHEREAS, a State of Disaster Emergency was proclaimed for the State of Kansas on March 12, 2020; and

WHEREAS, the Board of County Commissioners did declare a local disaster emergency for Mitchell County on March 17, 2020; and

WHEREAS, public health officials on National, State and Local levels have recommended limiting unnecessary person to person contact as a means to slow the spread of the current COVID-19 Coronavirus pandemic; and

WHEREAS, securing the health, safety and well-being of employees and residents of Mitchell County, Kansas is a priority of the Board of County Commissioners; and

WHEREAS, further action is necessary to protect the health and safety of the employees and residents of Mitchell County, Kansas to slow the spread of the COVID-19 outbreak.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Mitchell County, Kansas that the following is hereby adopted until further notice or action:

MITCHELL County Operations:

- 1.** Unless a County employee has not passed a health screen as recommended by the Kansas Department of Health and Environment at the guidance and direction of the Mitchell County Health Department, all employees will continue to maintain normal business hours and perform assigned tasks until further notice.
- 2.** If an employee is required or directed per guidelines set forth by the Kansas Department of Health and Environment at the direction of the Mitchell County Health Department to be quarantined and absent from work, said employee shall be placed on administrative leave.

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3. Department heads shall be provided the discretion to determine if the opportunity exists for an employee to work remotely if deemed necessary in order to limit the number of individuals in the Department.
4. Department heads are encouraged to conduct business via telephone and/or via electronic means of communication whenever possible.
5. Department heads are to develop department specific protocols setting forth which items of business will require an in-person transaction and which items of business may be performed by another means of communication.

MITCHELL County Offices

1. **County Courthouse:** Effective as of Monday, March 23, 2020, all doors to the Mitchell County Courthouse will be locked to the general public and access will be limited on a discretionary basis as follows:
 - a. Notice of the closure shall be posted on all Courthouse doors and shall include all Department telephone numbers.
 - b. A box will be located at the ADA entrance to the Courthouse for all documents and/or payments that need to be dropped off. All documents should be placed in a secured envelope with the name of the department to be delivered to. A Notice with this explanation shall be posted by the box.
 - c. If an individual is requesting access to the Courthouse, the individual must contact the appropriate Department via telephone and will be subject to a health screen questionnaire as developed by the Mitchell County Health Department pursuant to the Kansas Department of Health and Environment guidelines. If any question is answered in the affirmative, access shall be denied.
 - d. Department heads shall have the discretionary authority to grant access for the purposes of conducting County business on a case by case basis to any individual that passes the health screen.
 - e. If access is allowed at the discretion of the Department head, access shall be restricted to one individual of the public at a time per Department, and a log sheet shall be kept and maintained by the Department head of every individual that has had access to said Department.
2. **County Health Department:** Effective as of Monday, March 23, 2020, all doors to the MITCHELL County Health Department will be locked to the general public and access will be limited on a discretionary basis as follows:
 - a. Notice of the closure shall be posted on the entrance to the Health Department with the Department telephone number.
 - b. A box will be located at the entrance to the Health Department for all documents and/or payments that need to be dropped off. All documents

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shall be placed in a secured envelope and marked "Health Department." A Notice with this explanation shall be posted by the box.

c. If an individual is requesting access to the Courthouse, the individual must contact the Health Department via telephone and will be subject to a health screen questionnaire developed by the Mitchell County Health Department pursuant to the Kansas Department of Health and Environment guidelines. If any question is answered in the affirmative, access shall be denied.

d. The Health Department head shall have discretionary authority to grant access on a case by case basis for any individual that passes the health screen.

e. If access is allowed at the discretion of the Department head, a log sheet shall be kept and maintained by the Department head of every individual that has had access to said Department.

3. County 911/Communications/Sheriff's Department/Jail: Effective as of Monday, March 23, 2020, all doors to the Mitchell County 911/Communications/Sheriff's Department and Jail Facility will be locked to the general public and access will be limited on a discretionary basis as follows:

a. Notice of the closure shall be posted on all entrances to the facility with the number of the Department.

b. If an individual is requesting access to the Courthouse, the individual must contact the appropriate Department via telephone and will be subject to a health screen questionnaire as developed by the Mitchell County Health Department pursuant to the Kansas Department of Health and Environment guidelines. If any question is answered in the affirmative, access shall be denied.

c. Department heads shall have the discretionary authority to grant access for the purposes of conducting County business on a case by case basis to any individual that passes the health screen.

d. If access is allowed at the discretion of the Department head, access shall be restricted to one individual of the public at a time per Department, and a log sheet shall be kept and maintained by the Department head of every individual that has had access to said Department.

4. Public Works. Effective as of Monday, March 23, 2020, all doors to the Mitchell County Public Works building will be locked to the general public and access will be limited on a discretionary basis as follows:

a. Notice of the closure shall be posted on all entrances to the building with the number of the Department.

b. A box will be located at the entrance to the building for all documents and/or payments that need to be dropped off. All documents shall be placed in a secured envelope and marked with the Department. A Notice with this explanation shall be posted by the box.

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Tom W Claussen
Tom Claussen, Member

Mike Cooper
Mike Cooper, Member

ATTEST:

Chris Treaster
Chris Treaster,
Mitchell County Clerk

